



TOWN OF CONCORD
NATURAL RESOURCES COMMISSION
141 KEYES ROAD, CONCORD, MA 01742
TEL. (978) 318-3285 FAX (978) 318-3291

Extension Request Guidelines

To Request to Extend an Existing Order of Conditions:

The Wetlands Protection Act (the Act) allows the Natural Resources Commission (NRC) to extend an Order of Conditions (Order) for one or more periods of up to three years each upon application at least 30 days prior to the expiration date of the Order (310 CMR 10.05(8)). Typically, the NRC issues an extension for 1 year or 2 years. For large projects or unique circumstances, the NRC may issue a 3 year extension. No fee, abutter notification, or legal notice is required for a Request to Extend an Order. The NRC requests that you only ask for the time that is necessary to complete your project.

- ☐ Submit seven copies, of a Request-to-Extend letter outlining all work completed under the Order and any/all outstanding work to be completed. The letter, referencing the DEP File #, should describe the reason for needing more time to complete the project, and time frame requested. **All written materials must be DOUBLE-SIDED.**

You must be present at the meeting to present your Request. Please contact us to clarify the date your Request will be heard. Because we do not assign specific times for each agenda item, we encourage you to contact our office the day of the meeting to obtain an approximate time when your application will be heard.

If an Extension to your Order is issued by the NRC, you must record it at the Registry of Deeds for it to take effect. There is no appeal to DEP.

In accordance with the Act Regulations [310 CMR 10.05(8)(b)], an extension request may be denied by the NRC, and a new Notice of Intent required if:

- No work has begun, except if there are unavoidable delays in getting other permits e.g., appeals
- New information, not available at the time the Order was issued, indicates the interests of the Wetlands Protection act are not being protected by the Order e.g., site conditions have changed or a wetland resource boundary delineation is incorrect
- Incomplete work has led to damage to the interests of the Act
- There is a violation of the Order, Act, or Regulations
- The Regulations have been amended and the existing Order no longer complies with the Regulations